

Exporting Records from Polaris

1. The path to the export is From the Polaris Shortcut Bar (main Polaris menu) --> Utilities --> Export
2. Set the date or other parameters.
3. The Save to File dialog box opens
4. Navigate to a specific folder on your computer where you can save the exported bibs file (such as Desktop)
5. Type a file name in the File Name: box (such as feb-export)
6. Click on the Save button
7. The Batch Bibs Export Status dialog box opens and you can watch the progress of the export.
8. Click the OK button when it is finished.

The screenshot shows the 'Polaris Database Export Utility' window. It has a menu bar with 'File', 'Tools', and 'Help'. The main area is titled 'Export Criteria' and contains several fields and options:

- 'Library to Retrieve Data For:' dropdown menu set to 'River Regional Library'.
- 'Branch To Retrieve Data For:' dropdown menu set to 'All'.
- 'Select Record Type:' dropdown menu set to 'Bibliographic Data'.
- Three checkboxes: 'Include current item holdings information' (unchecked), 'Include Deleted Records' (unchecked), and 'Include ILL Records' (unchecked).
- Four radio button options:
 - 'Extract All Final MARC 21 Records' (unchecked)
 - 'Extract Only MARC 21 Records From Bibliographic Record ID:' (unchecked) with an empty text box and a 'To:' field.
 - 'Extract Only MARC 21 Records Added / Changed From Date:' (checked) with a date dropdown set to 'February 01, 2011' and a 'To:' dropdown set to 'March 10, 2011'.
 - 'Extract Only Provisional Records' (unchecked)
 - 'Extract Only Deleted Records' (unchecked) with an 'Include Only Records Deleted From Date:' dropdown set to 'March 10, 2011' and a 'To:' dropdown set to 'March 10, 2011'.
- 'User Name:' text box at the bottom left.

Upload File of Exported Records for Inclusion in the Locator

1. Login to [SILO Interlibrary Loan System](#)
2. Click on the File Upload tab
3. Click on Upload Files
4. Click on the Browse button or Choose Files button (depending on which browser you are using)
5. Navigate the file selector to the disk or folder on your computer to where you saved your exported MARC file
6. From the Choose File window, navigate to the file that contains the saved MARC records
7. Select the file then click the Open button
8. To receive feedback on the MARC records, type an e-mail address in the box. Feedback will be delivered to the recipient's e-mail the next weekday.
9. Click on the Upload File button
10. A confirmation page will appear
11. To upload more files of MARC data records, click the Submit More MARC files link at the bottom.